



Our world has changed dramatically in the last few weeks in response to the coronavirus (COVID-19) pandemic. Many of our coworkers are working from home and our facilities have been closed to the public. We must continue to provide essential services to the community and your management team has been diligent in addressing questions and requests that have come from our employees and customers. I intend to provide an updated bulletin like this each Wednesday and I've asked for all

supervisors to reach out to employees weekly with new direction/assignments. I'd like to personally thank everyone for their hard work and commitment while we work through these challenges and changes. We are resilient, and together we will lead National City through this crisis.

TIPS ON TELECOMMUTING

Many of you are reading this bulletin from your new "home office." Everyone who is telecommuting needs to regularly check in with their supervisor and schedules will be approved week by week. See the [attached document](#) which I hope is helpful to both working from home and supporting our coworkers who aren't in the office. It's really important for employees to feel like somebody is there that cares about them and notices they're there. In addition to your daily work functions we also want to encourage everyone to maintain a healthy work/life balance so make sure to take your breaks and get outside for walks when possible. I will continue to emphasize flexibility and creativity in doing our jobs and serving the public. I will also be working with HR to get some additional training and tips out next week.

DISASTER SERVICE WORKERS

I have had several questions about what it means to be a "disaster service worker." All California public employees are considered Disaster Service Workers as deemed by Government Code Sections 3100 and City Ordinance 1335. Please start carrying your City issued ID card in the event you need to report to work or the EOC and are stopped by a law enforcement agency. Most ID cards have this information on the back. If you don't have your City ID please work with HR to obtain a new card. My office has also created a [memo and FAQ](#) on this subject.

SUCCESSION PLAN FOR PW/ENGINEERING

As I mentioned via email yesterday, Steve Manganiello will be leaving our National City team at the end of April to return to the private sector. We appreciate Steve's dedication to National City over the past 13+ years, and wish him and his family all the best. In light of his decision, and the talented team we have in the Engineering/PW Department, I will put into effect a rapid succession plan. Effective Tuesday, May 5th I will be appointing Roberto Yano, Principal City Engineer, as the new Director of Public Works/City Engineer. Jose Lopez, Associate Civil Engineer will also be promoted to Principal City Engineer. Please join me in wishing Steve continued success with his new position and congratulating Roberto and Jose.

March 25, 2020

SUPPORT LOCAL BUSINESSES

National City is filled with a lot of great places to eat and now more than ever our businesses need your support. A few ways you can support National City businesses is by ordering takeout locally, leaving a positive review or comment on your favorite businesses Yelp/Google/Facebook page, and shopping at local grocery stores for your weekly grocery needs. You can also follow the City of National City on Facebook, Twitter, and Instagram for updates on what our business community is up to and help us spread the word!

COMMUNICATIONS SUPPORT

If your department or division requires assistance in maintaining your public phone lines please work with Lauren in my office to find a solution. We are currently assisting Neighborhood Services and Finance while some of their staff work from home. Additionally, this is a great time to make sure your voicemail, email 'out of office', and webpage are up to date with accurate information so we can continue to offer quality level service to the community.